



Data Element Definitions For **Retirement Enrollment File**

Important:

This Data Element Definition document does NOT describe the file structure for the Retirement Enrollment File. Please refer to the appropriate XSD (XML Schema Definition) file, contained in the Technical Toolkit, for the file structure. This Data Element Definition document is only intended to describe the data elements and relationships. Further information on how to use the documents and files included in the Technical Toolkit can be found in the Guide to the Technical Toolkit.

The Retirement Enrollment Reporting File Table below provides the list of data fields that Employers will be asked to provide CalPERS in the Retirement Enrollment process. The columns given below are intended to be used for the purpose of helping Employers identify the information that must be submitted, and how the information should be formatted. Each column should be interpreted as follows:

- Data Element Number – The numerical designation that corresponds with data element in the same row
- Data Element Name – The plain-English name of the information that will be required in this field
- Description of Submitted Data – A longer, more detailed description of the field including explanation of submitted data, and any conditions under which the field must be populated
- R/O/C – Indicates if the information is required, optional, or conditional
 - 'R' indicates that the data is required for the field and an error will generate if the field is not populated
 - 'C' indicates that the data for that field is required when certain conditions are met based on values in another field. Applicable conditions are located in the column of this document titled 'Description'. Information populated when not called for by a condition will be ignored. If data is missing in a Conditional field that required the data based on a condition, an error will be returned
 - 'O' indicates that the data is optional for that field. Information populated when not called for will be ignored. If data is missing in an Optional field, no error will be returned. The column titled 'Description' indicates what format the optional data must be provided in. If optional data is provided that does not meet the specified format an error will result.

- Data Type – Tells what kind of data is being dealt with. May indicate date, string, integer, or decimal
 - Except where noted, the data element cannot contain any of the following characters:

Asterisk	*	Grave	`
At sign	@	Greater than sign	>
Backslash	\	Less than sign	<
Braces	{ }	Percent sign	%
Brackets	[]	Plus sign	+
Caret	^	Question mark	?
Dollar sign	\$	Quotation mark	“
Equal sign	=	Under score	—
Exclamation point	!	Vertical bar	

- Field Values – A list of the data that should be provided, if applicable, or the format that the field should be populated under
- Max Length – The maximum number of characters that the field will accept

Appendix B of this document contains an analysis of the future fields in the Retirement Enrollment file, and their equivalent, if applicable, in the ACES system currently used today. Also included is a column labeled ‘Change?’, which states if a change in the current column is going to occur.

We do not anticipate significant changes to the file format however additional field values will be identified in the coming months. Please check the PERT webpage for the latest file format and review the information entitled *Known Inconsistencies in the Data Element Specifications* for data elements that are pending clarification through a formal change control process at this link:

<http://www.calpers.ca.gov/index.jsp?bc=/employer/pert/home.xml>

Also included on this website is the XML Schema Definition (XSD) that provides a sample XML data structure. Employer produced XML files must conform to the XSD in order to be considered 'valid'. Employers will be able to use the schema to help develop or alter their systems to comply with the new standards in order to submit data files to CalPERS. XML tools are available on a variety of platforms to help IT developers create XML files that adhere to the CalPERS schema. The XML file is different from flat files that many Employers send CalPERS today in that the information is organized in a hierarchical structure much like a standard outline. The XML Schema Definition, available at the link above, documents this report structure in detail. This document provides an indication of how the report fields are related to each other in the column titled 'data type'. This file is a flat file and does not have a hierarchy.

In addition to the XSD, a sample XML file will be provided in the fall of 2008. The sample output file can be used as a model for your agency as you produce test files.

XML technologies define an extensible messaging framework that provides a message construct that can be exchanged over a variety of underlying protocols. This framework is designed to be independent of any particular programming language, platform, and other technical criteria. The following links provide some of the tools that are available on the Internet that can help you better understand how to prepare an XML Schema:

ToolKit / Information	Location
Java Apache AXIS	http://xml.apache.org/axis
Python Web Services	http://Pywebsvcs.sourceforge.net
Perl SOAP	http://www.soaplite.com
PHP NuSOAP	http://www.sourceforge.net/projects/nusoap/
XML	http://www.xml.org/
Microsoft Windows Communication Foundation (WCF) – search by “Building Clients”	http://msdn.microsoft.com/en-us/netframework/aa663324.aspx
C++	http://www.sqldata.com/SoapClient/SoapClient30.htm

Summary of Changes between Versions

VER	DE#	DATA ELEMENT NAME	DESCRIPTION OF CHANGE
		INTRODUCTION – Toolkit	Updated Microsoft's Location/Link
v3	1	Program Type	Updated Field Values with new Long Name and Code Values for codes
v3	13	Appointment ID	Inserted 'C' in R/O/C column Changed Data Type from Integer to String Changed Max Length from 16 to 10
v3	19	Optional Member Position	Updated Field Values with code values Updated the field to be Optional ('O') instead of Conditional ('C')
v3	20	Optional Date of Entry	Added Data Element
v3	33	First Name	Changed Max Length from 30 to 20
v3	35	Last Name	Changed Max Length from 20 to 30
v3		Appendix B – Comparison of New Field Values to Legacy (ACES) Field Values, "Program Type"	Updated Change? from No to Yes
v3		Appendix B – Comparison of New Field Values to Legacy (ACES) Field Values, "Employer's CalPERS ID"	Updated Change? from No to Yes
v4		Appendix B –	Added Optional Member Date of Entry field to the table

VER	DE#	DATA ELEMENT NAME	DESCRIPTION OF CHANGE
		Comparison of New Field Values to Legacy (ACES) Field Values	
V5	3	Transaction Type	Added 'Site Change' and 'Left Bench' as transaction types
V5	6	Perm Separation Reason	Changed code value for 'Termination with Cause'
V5	16	Work Calendar	Changed code values for all codes
V5	24	Court Level	Changed code values for all codes
V5	39	Address Type	Deleted values of 'Benefit Payment Address' and 'Rollover 1 Address'
V5	50	Phone Type	Changed code values for all codes
V5		Appendix A.1 – Transaction Type Descriptions	Added 'Site Change' and 'Left Bench' transaction types and description to the table
V5		Appendix A.3 – County/District Code Values	Updated code values for all codes
V5		Appendix A.4 – Country Code Values	Updated code values

Retirement Enrollment Reporting File Table

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH						
1	Program Type	<p>Description: The Program Type identifies the program for the transaction record sent by the Employer.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Appointment' or 'New Judge Appointment'.</p> <p>Note: Supplemental Income Plan (SIP) and Legislator Retirement Plan (LRS) Enrollment are not reportable through this file.</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>California Public Employees' Retirement System (PERS)</td><td>CPE</td></tr><tr><td>All Judge's Retirement Systems</td><td>JR3</td></tr></table>	LONG NAME	CODE VALUE	California Public Employees' Retirement System (PERS)	CPE	All Judge's Retirement Systems	JR3	3
LONG NAME	CODE VALUE											
California Public Employees' Retirement System (PERS)	CPE											
All Judge's Retirement Systems	JR3											

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
2	Employer's CalPERS ID	<p>Description: The CalPERS ID is a unique 10 digit identifier created by the new system.</p> <p>Explanation: The new system will create this unique identifier. This unique identifier replaces the Employer/Unit Code.</p> <ul style="list-style-type: none"> • If the County Office of Education (COE) reports for a school district, use the school district's CalPERS ID. • If the school district reports itself, use the school district's CalPERS ID. • If the COE reports on behalf of COE employees, use the COE's CalPERS ID. <p>Required: When reporting new appointments and appointment updates.</p> <p>Note: No notable information</p>	C	String	#####	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH																												
3	Transaction Type	<p>Description: Indicates the transaction type of a qualifying event.</p> <p>Explanation: See description</p> <p>Required: This data is required.</p> <p>Notes: No notable information</p>	R	String	<table><thead><tr><th>LONG NAME</th><th>CODE VALUE</th></tr></thead><tbody><tr><td>New Appointment</td><td>NAP</td></tr><tr><td>Appointment Change</td><td>ACH</td></tr><tr><td>Begin Leave</td><td>BEL</td></tr><tr><td>End Leave</td><td>ENL</td></tr><tr><td>Permanent Separation</td><td>PSP</td></tr><tr><td>To Local ARP</td><td>TLA</td></tr><tr><td>From Local ARP</td><td>FLA</td></tr><tr><td>New Judge Appointment</td><td>NJA</td></tr><tr><td>Address Change</td><td>ADC</td></tr><tr><td>Profile Change</td><td>PRC</td></tr><tr><td>Membership Inquiry</td><td>MIQ</td></tr><tr><td>Site Change</td><td>STC</td></tr><tr><td>Left Bench</td><td>LFB</td></tr></tbody></table> <p>For definitions of these Transaction Types, please see Appendix A, Section 1</p>	LONG NAME	CODE VALUE	New Appointment	NAP	Appointment Change	ACH	Begin Leave	BEL	End Leave	ENL	Permanent Separation	PSP	To Local ARP	TLA	From Local ARP	FLA	New Judge Appointment	NJA	Address Change	ADC	Profile Change	PRC	Membership Inquiry	MIQ	Site Change	STC	Left Bench	LFB	3
LONG NAME	CODE VALUE																																	
New Appointment	NAP																																	
Appointment Change	ACH																																	
Begin Leave	BEL																																	
End Leave	ENL																																	
Permanent Separation	PSP																																	
To Local ARP	TLA																																	
From Local ARP	FLA																																	
New Judge Appointment	NJA																																	
Address Change	ADC																																	
Profile Change	PRC																																	
Membership Inquiry	MIQ																																	
Site Change	STC																																	
Left Bench	LFB																																	
4	Unique Transaction Identifier	<p>Description: The Unique Transaction Identifier is a memo field to record text for tracking purposes.</p> <p>Explanation: Employers uploading files can use this field to record a text memo for tracking purposes.</p>	C	String	xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx	36																												

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>Required: Required if the file is sent using FTP. It is optional for File Upload</p> <p>Note: For Employers who upload files, this field can be used as a free-text memo for tracking purposes. This is not required for successful submission of the file For FTP-based submissions, CalPERS will return the universally unique identifier (UUID) provided by the employer, with each transaction's success or failure. Employers, who choose this integration style, must be able to programmatically match the UUIDs on the CalPERS response, with the transaction submitted to CalPERS, on the input file. This number must be created by a UUID generator</p>				

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH																												
5	Leave of Absence Type	<p>Description: The Employee’s leave of absence type.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is ‘Begin Leave’.</p> <p>Note: No notable information.</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Military Leave</td><td>MIL</td></tr><tr><td>Industrial Disability Leave</td><td>IDL</td></tr><tr><td>Non-Industrial DL</td><td>NDL</td></tr><tr><td>State Disability Leave</td><td>SDL</td></tr><tr><td>Sabbatical – Full Pay</td><td>SFP</td></tr><tr><td>Sabbatical – Partial Pay</td><td>SPP</td></tr><tr><td>Workers Comp</td><td>WC</td></tr><tr><td>Family Medical Leave</td><td>FML</td></tr><tr><td>Educational Leave</td><td>EDL</td></tr><tr><td>Service Leave</td><td>SEL</td></tr><tr><td>Maternity/Paternity Leave</td><td>MPL</td></tr><tr><td>Other Leave</td><td>OTL</td></tr><tr><td>Unpaid Leave</td><td>UNL</td></tr></table>	LONG NAME	CODE VALUE	Military Leave	MIL	Industrial Disability Leave	IDL	Non-Industrial DL	NDL	State Disability Leave	SDL	Sabbatical – Full Pay	SFP	Sabbatical – Partial Pay	SPP	Workers Comp	WC	Family Medical Leave	FML	Educational Leave	EDL	Service Leave	SEL	Maternity/Paternity Leave	MPL	Other Leave	OTL	Unpaid Leave	UNL	3
LONG NAME	CODE VALUE																																	
Military Leave	MIL																																	
Industrial Disability Leave	IDL																																	
Non-Industrial DL	NDL																																	
State Disability Leave	SDL																																	
Sabbatical – Full Pay	SFP																																	
Sabbatical – Partial Pay	SPP																																	
Workers Comp	WC																																	
Family Medical Leave	FML																																	
Educational Leave	EDL																																	
Service Leave	SEL																																	
Maternity/Paternity Leave	MPL																																	
Other Leave	OTL																																	
Unpaid Leave	UNL																																	
6	Perm Sep Reason	<p>Description: Reason for permanent separation.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is ‘Perm Sep’</p> <p>Note: No notable information</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Death</td><td>DEA</td></tr><tr><td>Layoff</td><td>LAY</td></tr><tr><td>Termination with Cause</td><td>TWC</td></tr><tr><td>Other</td><td>OTH</td></tr></table>	LONG NAME	CODE VALUE	Death	DEA	Layoff	LAY	Termination with Cause	TWC	Other	OTH	3																		
LONG NAME	CODE VALUE																																	
Death	DEA																																	
Layoff	LAY																																	
Termination with Cause	TWC																																	
Other	OTH																																	

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
7	Transaction Effective Date	<p>Description: CalPERS Effective Date for the specific transaction.</p> <p>Explanation: This date may differ from the Original Hire Date if it takes time for the Employee to meet eligibility requirements for entering into membership.</p> <ul style="list-style-type: none"> • For a 'New Appointment', this date is the date the Employer begins reporting contributions for the Employee. • For an 'Appointment Change / Site Change', this is the first day the reported change takes effect. • For 'Begin Leave', this is the first day the leave of absence begins. • For 'End Leave', this is the day the leave of absence ends. • For 'To Local ARP', this is the day the Employer moves the Employee into Local ARP and stops making CalPERS contributions. • For 'From Local ARP', this is the day the Employer moves the Employee from Local ARP to 	R	Date	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
		<p>making CalPERS contributions.</p> <ul style="list-style-type: none"> • For 'Permanent Separation / Left Bench', this is the last day of employment with no expectation of returning to the Employer. • For 'New Judge Appointment', this is the first day on the bench. • For 'Address Change', this is the day the Employee's address change is valid. • For 'Profile Change', this is the day the Employee's profile change is valid. <p>Required: This data is required.</p> <p>Note: No notable information</p>				

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
8	Deletion Indicator	<p>Description: Rescinds a previous transaction.</p> <p>Explanation: Current transaction must have the same set of values as the transaction that should not have occurred.</p> <p>Required: No required data.</p> <p>Note: No notable information.</p>	O	String	True False	5
9	Correction Indicator	<p>Description: Corrects a previous transaction.</p> <p>Explanation: Current transaction must provide the updated values for the transaction you are correcting.</p> <p>Required: No required data.</p> <p>Note: No notable information.</p>	O	String	True False	5
10	Prior Transaction	<p>Description: Changes the Effective Date of a</p>	C	Date	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
	Effective Date	<p>prior transaction</p> <p>Explanation: In order to locate the exact transaction you wish to correct, you must enter the Effective Date (incorrect date) of that transaction.</p> <p>Required: When the Correction indicator is set to true and the Transaction Effective Date from the previous transaction requires correction.</p> <p>Applicable for transaction types: 'New appointment', 'Appointment Change', 'Begin Leave', 'End Leave', 'Permanent Separation', 'To Local ARP', 'From Local ARP', and 'New Judge Appointment'</p> <p>Note: No notable information</p>				

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
11	New SSN	<p>Description: The New SSN field is a correction to the Social Security Number.</p> <p>Explanation: Used to correct a member's Social Security Number.</p> <p>Required: No required data.</p> <p>Note: Only applicable for Transaction Type 'Profile Change'</p>	O	String	#####	9
12	Original Hire Date	<p>Description: The first hire date recorded for this Employee at this Employer, regardless of whether or not the original hire led to membership</p> <p>Explanation: See description.</p> <p>Required: When Transaction Type is 'New Appointment'</p> <p>Note: No notable information</p>	C	Date	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
13	Appointment ID	<p>Description: The Appointment ID uniquely identifies the job into which the employee has been hired.</p> <p>Explanation: CalPERS will generate and store Appointment IDs for employees at the time of enrollment.</p> <p>Required: If multiple appointments exist with the reporting Employer</p> <p>Note: Prior to system implementation, CalPERS will provide Employers with a list of Appointment IDs for their employees. After system implementation, Employers can run a report online to generate a list of Appointment ID's.</p>	C	String	#####	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
14	Position Code	<p>Description: This code represents the position title into which the employee has been hired</p> <p>Explanation: This is the unique identifier of the position title for the Employer, generated by the Employer.</p> <p>Required: When an Employer has a contract or resolution that provides benefits to the Employee by position and the Employer is reporting Transaction Type 'New Appointment'</p> <p>Note: Data accepted for Transaction Type 'Appointment Change'</p>	C	String	xxxxxxxxxx	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH																
15	Member Category	<p>Description: The category assigned by the Employer when an employee receives an appointment.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Appointment'</p> <p>Note: Data accepted for Transaction Type 'Appointment Change'</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Miscellaneous</td><td>MIS</td></tr><tr><td>Safety - Police</td><td>SPO</td></tr><tr><td>Safety - Fire</td><td>SFI</td></tr><tr><td>Safety - County Peace Officer</td><td>SCP</td></tr><tr><td>Safety - Sheriff</td><td>SSH</td></tr><tr><td>Safety - Prosecutor</td><td>SPR</td></tr><tr><td>Safety - Other Safety</td><td>SMF</td></tr></table>	LONG NAME	CODE VALUE	Miscellaneous	MIS	Safety - Police	SPO	Safety - Fire	SFI	Safety - County Peace Officer	SCP	Safety - Sheriff	SSH	Safety - Prosecutor	SPR	Safety - Other Safety	SMF	3
LONG NAME	CODE VALUE																					
Miscellaneous	MIS																					
Safety - Police	SPO																					
Safety - Fire	SFI																					
Safety - County Peace Officer	SCP																					
Safety - Sheriff	SSH																					
Safety - Prosecutor	SPR																					
Safety - Other Safety	SMF																					

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH																						
16	Work Calendar	<p>Description: The position's yearly work schedule defining the number of months worked versus months paid.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Appointment'</p> <p>Note: Data accepted for Transaction Type 'Appointment Change'</p> <p>If work calendar cannot be determined, 'Work 12 Months/Paid 12 Months' should be chosen.</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Work 9 Months/Paid 9 Months</td><td>001</td></tr><tr><td>Work 9 Months/Paid 10 Months</td><td>002</td></tr><tr><td>Work 9 Months/Paid 11 Months</td><td>003</td></tr><tr><td>Work 9 Months/Paid 12 Months</td><td>004</td></tr><tr><td>Work 10 Months/Paid 10 Months</td><td>005</td></tr><tr><td>Work 10 Months/Paid 11 Months</td><td>006</td></tr><tr><td>Work 10 Months/Paid 12 Months</td><td>007</td></tr><tr><td>Work 11 Months/Paid 11 Months</td><td>008</td></tr><tr><td>Work 11 Months/Paid 12 Months</td><td>009</td></tr><tr><td>Work 12 Months/Paid 12 Months</td><td>010</td></tr></table>	LONG NAME	CODE VALUE	Work 9 Months/Paid 9 Months	001	Work 9 Months/Paid 10 Months	002	Work 9 Months/Paid 11 Months	003	Work 9 Months/Paid 12 Months	004	Work 10 Months/Paid 10 Months	005	Work 10 Months/Paid 11 Months	006	Work 10 Months/Paid 12 Months	007	Work 11 Months/Paid 11 Months	008	Work 11 Months/Paid 12 Months	009	Work 12 Months/Paid 12 Months	010	3
LONG NAME	CODE VALUE																											
Work 9 Months/Paid 9 Months	001																											
Work 9 Months/Paid 10 Months	002																											
Work 9 Months/Paid 11 Months	003																											
Work 9 Months/Paid 12 Months	004																											
Work 10 Months/Paid 10 Months	005																											
Work 10 Months/Paid 11 Months	006																											
Work 10 Months/Paid 12 Months	007																											
Work 11 Months/Paid 11 Months	008																											
Work 11 Months/Paid 12 Months	009																											
Work 12 Months/Paid 12 Months	010																											

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
17	CBU	<p>Description: The collective bargaining unit representing the Employee.</p> <p>Explanation: See description.</p> <p>Required: Required if the Employer provides benefit distinctions by CBU and the Employer is reporting Transaction Types 'New Appointment' or 'New Judge Appointment'.</p> <p>Note: Data accepted for Transaction Type 'Appointment Change'</p>	C	String	xxxxxxxxxx	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
18	Subject to Local ARP	<p>Description: This flag indicates that a local or school miscellaneous member who works for an agency that has a qualified Alternate Retirement Plan will be subject to reporting to the ARP if the time base for the employee falls below the specified threshold.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Appointment'</p> <p>Note: Data accepted for Transaction Type 'Appointment Change'</p>	C	String	True False	5

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH								
19	Optional Member Position	<p>Description: Indicates the position an employee holds if the employee is not required to participate in CalPERS retirement program and has elected to enroll voluntarily.</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: Data accepted for Transaction Types 'New Appointment' or 'Appointment Change'</p>	O	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>City Council</td><td>CYC</td></tr><tr><td>County Board of Supervisors</td><td>CBS</td></tr><tr><td>Other</td><td>OTH</td></tr></table>	LONG NAME	CODE VALUE	City Council	CYC	County Board of Supervisors	CBS	Other	OTH	3
LONG NAME	CODE VALUE													
City Council	CYC													
County Board of Supervisors	CBS													
Other	OTH													

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
20	Optional Date of Entry	<p>Description: Indicates the date the employee entered the optional member position.</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: Data accepted for Transaction Types 'New Appointment' or 'Appointment Change'</p>	O	Date	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
21	Covered by '59 Survivor	<p>Description: Indicator that Employee has elected '1959 Survivor Benefits' coverage.</p> <p>Explanation: See description.</p> <p>Required: When Transaction Type is 'New Appointment'</p> <p>Note: This data element cannot be marked True if 'Covered by SSA' is True</p>	C	String	True False	5

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
22	Covered by SSA	<p>Description: Indicator that Employee is covered by Social Security</p> <p>Explanation: See description.</p> <p>Required: When Transaction Type is 'New Appointment'</p> <p>Note: This data element cannot be marked True if 'Covered by '59 Survivor' is True</p>	C	String	True False	5

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
23	CalSTRS Covered Electing CalPERS	<p>Description: Indicator that enrollment is for a position typically covered by CalSTRS, for which an existing CalSTRS Member is electing to receive CalPERS service credit.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Appointment' for Schools only</p> <p>Note: Data accepted for Transaction Type 'Appointment Change' for Schools only</p>	C	String	True False	5

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH										
24	Court Level	<p>Description: The level to which the judge has been elected or appointed, for JRS and JRSII.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Judge Appointment'</p> <p>Note: Data accepted if JRS and Transaction Type is 'Appointment Change'</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>County Superior Court</td><td>CSC</td></tr><tr><td>California Appellate Court</td><td>CAC</td></tr><tr><td>California Supreme Court</td><td>CSU</td></tr><tr><td>Chief Justice</td><td>CJU</td></tr></table>	LONG NAME	CODE VALUE	County Superior Court	CSC	California Appellate Court	CAC	California Supreme Court	CSU	Chief Justice	CJU	3
LONG NAME	CODE VALUE															
County Superior Court	CSC															
California Appellate Court	CAC															
California Supreme Court	CSU															
Chief Justice	CJU															

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
25	County/District	<p>Description: The county in which the Superior Court Judge is serving, or the district in which the Appellate Court Judge is serving.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Judge Appointment'</p> <p>Note: Data accepted if JRS and Transaction Type is 'Appointment change'</p>	C	String	See Appendix A, Section 3	3

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES		MAX LENGTH						
26	Assignment Type	<p>Description: Elected/Appointed</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Judge Appointment'</p> <p>Note: Data accepted if JRS and if Transaction Type is 'Appointment change'</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Elected</td><td>ELE</td></tr><tr><td>Appointed</td><td>APP</td></tr></table>		LONG NAME	CODE VALUE	Elected	ELE	Appointed	APP	3
LONG NAME	CODE VALUE												
Elected	ELE												
Appointed	APP												
27	Retired Annuitant	<p>Description: Indicator that the individual being reported is retired, with qualification to work under a certain limit.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Appointment'</p> <p>Note: Data accepted for Transaction Type 'Appointment Change'</p>	C	String	True False		5						

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
28	Unused Sick Leave	<p>Description: Remaining hours of sick leave at the time of separation from employment, as reported by the Employer.</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: Applicable only for Transaction Type 'Perm Sep'</p>	O	Decimal	#####.###	9
29	Unused Education Leave	<p>Description: Remaining hours of educational leave at the time of separation from employment, as reported by the Employer.</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: Applicable only for Transaction Type 'Perm Sep'</p>	O	Decimal	#####.###	9

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH						
30	Person ID Type	<p>Description: Type of unique Employee identifier</p> <p>Explanation: On first report of an Employee, this can be SSN. On all subsequent transactions for the Employee, this will be the CalPERS ID.</p> <p>Required: This data is required.</p> <p>Note: No notable information</p>	R	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Social Security Number</td><td>SSN</td></tr><tr><td>CalPERS Identification</td><td>PID</td></tr></table>	LONG NAME	CODE VALUE	Social Security Number	SSN	CalPERS Identification	PID	3
LONG NAME	CODE VALUE											
Social Security Number	SSN											
CalPERS Identification	PID											

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
31	Person ID	<p>Description: This data element will contain the employee's unique identifier for the identifier type reported.</p> <p>Explanation: If SSN is selected, the number must be submitted using the following format.</p> <ul style="list-style-type: none"> • The Social Security Number must be nine digits (no hyphens). • Social Security Number cannot start with 8, 9, or 666. • Each section of the Social Security Number cannot be all zeroes (i.e., 000 ## ####, ###00####, and #####0000). <p>The CalPERS ID is 10 digits in length.</p> <p>Required: This data is required.</p> <p>Note: No notable information</p>	R	String	<p>##### (SSN) ##### (CalPERS ID)</p>	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES		MAX LENGTH																																									
32	Prefix	<p>Description: The Employee's title</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: No notable information</p>	O	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Assembly Member</td><td>ASM</td></tr><tr><td>Chief</td><td>CHI</td></tr><tr><td>Councilman</td><td>COU</td></tr><tr><td>Councilwoman</td><td>CCW</td></tr><tr><td>Dean</td><td>DEA</td></tr><tr><td>Doctor</td><td>DR</td></tr><tr><td>Judge</td><td>JUD</td></tr><tr><td>Mayor</td><td>MAY</td></tr><tr><td>Miss</td><td>MIS</td></tr><tr><td>Mister</td><td>MR</td></tr><tr><td>Mrs</td><td>MRS</td></tr><tr><td>Ms</td><td>MS</td></tr><tr><td>President</td><td>PRE</td></tr><tr><td>Professor</td><td>PRO</td></tr><tr><td>Senator</td><td>SEN</td></tr><tr><td>Superintendent</td><td>SUP</td></tr><tr><td>Supervisor</td><td>SVR</td></tr><tr><td>The Honorable</td><td>HON</td></tr><tr><td>Justice</td><td>JUS</td></tr><tr><td>Chief Justice</td><td>CHJ</td></tr></table>	LONG NAME	CODE VALUE	Assembly Member	ASM	Chief	CHI	Councilman	COU	Councilwoman	CCW	Dean	DEA	Doctor	DR	Judge	JUD	Mayor	MAY	Miss	MIS	Mister	MR	Mrs	MRS	Ms	MS	President	PRE	Professor	PRO	Senator	SEN	Superintendent	SUP	Supervisor	SVR	The Honorable	HON	Justice	JUS	Chief Justice	CHJ	3
LONG NAME	CODE VALUE																																															
Assembly Member	ASM																																															
Chief	CHI																																															
Councilman	COU																																															
Councilwoman	CCW																																															
Dean	DEA																																															
Doctor	DR																																															
Judge	JUD																																															
Mayor	MAY																																															
Miss	MIS																																															
Mister	MR																																															
Mrs	MRS																																															
Ms	MS																																															
President	PRE																																															
Professor	PRO																																															
Senator	SEN																																															
Superintendent	SUP																																															
Supervisor	SVR																																															
The Honorable	HON																																															
Justice	JUS																																															
Chief Justice	CHJ																																															

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
33	First Name	Description: The Employee's first name. Explanation: See description. Required: This data is required. Note: Only Alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted	R	String	xxxxxxxxxxxxxxxxxxxxxx	20
34	Middle Name	Description: The Employee's middle name. Explanation: See description. Required: No required data. Note: Alpha characters only and will allow blank spaces, hyphens (-), and apostrophes (').	O	String	xxxxxxxxxxxxxxxxxxxxxx	20

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
35	Last Name	Description: The Employee's last name. Explanation: See description. Required: This data is required. Note: <ul style="list-style-type: none"> • Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted. • Minimum of one alpha character. • Cannot begin with a blank space 	R	String	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	30

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH																												
36	Suffix	<p>Description: The Employee's suffix, if applicable.</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: No notable information</p>	O	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Senior</td><td>SR</td></tr><tr><td>Junior</td><td>JR</td></tr><tr><td>I</td><td>I</td></tr><tr><td>II</td><td>II</td></tr><tr><td>III</td><td>III</td></tr><tr><td>IV</td><td>IV</td></tr><tr><td>V</td><td>V</td></tr><tr><td>Doctor of Philosophy</td><td>PHD</td></tr><tr><td>Doctor of Medicine</td><td>MD</td></tr><tr><td>Certified Public Accountant</td><td>CPA</td></tr><tr><td>Doctor of Education</td><td>EDD</td></tr><tr><td>Esquire</td><td>ESQ</td></tr><tr><td>Doctor of Dental Surgery</td><td>DDS</td></tr></table>	LONG NAME	CODE VALUE	Senior	SR	Junior	JR	I	I	II	II	III	III	IV	IV	V	V	Doctor of Philosophy	PHD	Doctor of Medicine	MD	Certified Public Accountant	CPA	Doctor of Education	EDD	Esquire	ESQ	Doctor of Dental Surgery	DDS	3
LONG NAME	CODE VALUE																																	
Senior	SR																																	
Junior	JR																																	
I	I																																	
II	II																																	
III	III																																	
IV	IV																																	
V	V																																	
Doctor of Philosophy	PHD																																	
Doctor of Medicine	MD																																	
Certified Public Accountant	CPA																																	
Doctor of Education	EDD																																	
Esquire	ESQ																																	
Doctor of Dental Surgery	DDS																																	
37	Gender	<p>Description: The Employee's gender.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Appointment', 'New Judge Appointment' or 'Profile Change'.</p> <p>Note: No notable information</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Male</td><td>M</td></tr><tr><td>Female</td><td>F</td></tr><tr><td>Unknown</td><td>U</td></tr></table>	LONG NAME	CODE VALUE	Male	M	Female	F	Unknown	U	3																				
LONG NAME	CODE VALUE																																	
Male	M																																	
Female	F																																	
Unknown	U																																	

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH						
38	Birth Date	<p>Description: The Employee's date of birth.</p> <p>Explanation: See description.</p> <p>Required: When Transaction Type is 'New Appointment', 'New Judge Appointment' or 'Profile Change'</p> <p>Note: No notable information</p>	C	Date	yyyy-mm-dd	10						
39	Address Type	<p>Description: The Employee's address type.</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'New Appointment', 'New Judge Appointment' or 'Address Change'</p> <p>Note: No notable information</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Mailing Address</td><td>MAI</td></tr><tr><td>Physical Address</td><td>PHY</td></tr></table>	LONG NAME	CODE VALUE	Mailing Address	MAI	Physical Address	PHY	3
LONG NAME	CODE VALUE											
Mailing Address	MAI											
Physical Address	PHY											

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
40	Address 1	<p>Description: The first address line of the address to be entered.</p> <p>Explanation: Typically used for the Employee's street address or "in care of" information.</p> <p>Required: When Transaction Type is 'New Appointment', 'Address Change' or 'New Judge Appointment'</p> <p>Note: If the address is an apartment or suite number, and can not fit in Address 1, then use Address 2</p>	C	String	Free form text of up to 30 characters	30

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
41	Address 2	<p>Description: The second address line</p> <p>Explanation: Typically used for the employee's street address if address line 1 was used for "in care of" information; otherwise would be used for address information that does not fit on address line 1, such as; suite number, building name, room number, apartment number, etc.</p> <p>Required: No required data.</p> <p>Note: Data accepted if 'Address 1' is supplied.</p> <p>Data accepted for Transaction Types 'New Appointment', 'New Judge Appointment' and 'Address Change'.</p>	O	String	Free form text of up to 30 characters	30

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
42	Address 3	<p>Description: The third address line</p> <p>Explanation: Typically used for any address data that does not fit on address lines 1 and 2.</p> <p>Required: No required data.</p> <p>Note: Data accepted if 'Address 1' is supplied.</p> <p>Data accepted for Transaction Types is 'New Appointment', 'New Judge Appointment' and 'Address Change'.</p>	O	String	Free form text of up to 30 characters	30

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
43	City	<p>Description: The city applicable to the address entered.</p> <p>Explanation: See description.</p> <p>Required: When Transaction Type is 'Address Change'</p> <p>Note: Data accepted if 'Address 1' is supplied.</p> <p>Data element accepts alpha and numeric characters.</p> <p>Data accepted for Transaction Types 'New Appointment' and 'New Judge Appointment'</p>	C	String	Free form text of up to 30 characters	30

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
44	State	<p>Description: The code value for the state applicable to the address entered, if country selected is United States of America (USA) or Mexico</p> <p>Explanation: See description.</p> <p>Required: When Transaction Type is 'Address Change' or 'Address 1' is supplied</p> <p>Note: Data accepted for Transaction Types 'New Appointment' and 'New Judge Appointment'.</p>	C	String	See Appendix A, Section 2	3

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
45	Zip Code 5	<p>Description: The first five digits of the zip code for the address designated in Address Type:</p> <p>Explanation:</p> <ul style="list-style-type: none"> • First five (5) numbers are mandatory • Field is Numeric • Format is five (required) + four (optional) <p>Note: Data accepted for Transaction Type 'New Appointment' and 'New Judge Appointment'</p>	C	String	#####	5

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
46	Zip Code 4	<p>Description: The next four digits of the zip code for the address designated in Address Type.</p> <p>Explanation: Data accepted if 'ZIP Code – 5' digits is supplied</p> <p>Required: No required data.</p> <p>Note: Data accepted for Transaction Types 'New Appointment', 'New Judge Appointment' and 'Address Change'</p>	O	String	####	4

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
47	Country	<p>Description: The code value for the country</p> <p>Explanation: See description</p> <p>Required: When Transaction Type is 'Address Change' or 'Address 1' is supplied</p> <p>Note: Data accepted for Transaction Types 'New Appointment' and 'New Judge Appointment'</p>	C	String	See Appendix A, Section 4	3

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH																										
48	Province	<p>Description: The province or territory</p> <p>Explanation: See description</p> <p>Required: When Country selected is Canada and Transaction Types are 'Address Change' or 'New Appointment' or 'Address 1' is supplied</p> <p>Note: Data accepted for Transaction Type 'New Judge Appointment'. If Country is not USA, Mexico, or Canada, then Province is optional and can be submitted through free form text.</p>	C	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Alberta</td><td>AB</td></tr><tr><td>British Columbia</td><td>BC</td></tr><tr><td>Manitoba</td><td>MB</td></tr><tr><td>New Brunswick</td><td>NB</td></tr><tr><td>Newfoundland</td><td>NF</td></tr><tr><td>Northwest Territories</td><td>NT</td></tr><tr><td>Nova Scotia</td><td>NS</td></tr><tr><td>Ontario</td><td>ON</td></tr><tr><td>Prince Edward Island</td><td>PE</td></tr><tr><td>Quebec</td><td>PQ</td></tr><tr><td>Saskatchewan</td><td>SK</td></tr><tr><td>Yukon</td><td>YT</td></tr></table> <p>Free form text of up to 50 characters</p>	LONG NAME	CODE VALUE	Alberta	AB	British Columbia	BC	Manitoba	MB	New Brunswick	NB	Newfoundland	NF	Northwest Territories	NT	Nova Scotia	NS	Ontario	ON	Prince Edward Island	PE	Quebec	PQ	Saskatchewan	SK	Yukon	YT	50
LONG NAME	CODE VALUE																															
Alberta	AB																															
British Columbia	BC																															
Manitoba	MB																															
New Brunswick	NB																															
Newfoundland	NF																															
Northwest Territories	NT																															
Nova Scotia	NS																															
Ontario	ON																															
Prince Edward Island	PE																															
Quebec	PQ																															
Saskatchewan	SK																															
Yukon	YT																															

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
49	Postal Code	<p>Description: The International Postal Code</p> <p>Explanation: The International Postal Code is alphanumeric.</p> <p>Required: When Country indicated is Canada or Mexico or 'Address 1' is supplied</p> <p>Note: Data accepted for Transaction Types 'New Appointment', 'New Judge Appointment' and 'Address Change'</p>	O	String	Free form text of up to 12 characters	12

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH												
50	Phone Type	<p>Description: The phone type used (e.g. cellular, fax, office)</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: Data accepted for Transaction Types 'New Appointment', 'New Judge Appointment' and 'Profile Change'</p>	O	String	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Office</td><td>WOR</td></tr><tr><td>FAX</td><td>FAX</td></tr><tr><td>TDD</td><td>TYT</td></tr><tr><td>Cellular</td><td>MOB</td></tr><tr><td>Home</td><td>HOM</td></tr></table>	LONG NAME	CODE VALUE	Office	WOR	FAX	FAX	TDD	TYT	Cellular	MOB	Home	HOM	3
LONG NAME	CODE VALUE																	
Office	WOR																	
FAX	FAX																	
TDD	TYT																	
Cellular	MOB																	
Home	HOM																	

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
51	US Phone	<p>Description: The Employee's contact phone number in the USA</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: When this field is provided, ten (10) digits must be entered. Data accepted for Transaction Types 'New Appointment', 'New Judge Appointment' and 'Profile Change'</p>	O	String	#####	10

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
52	International Phone	<p>Description: The Employee's International contact phone number</p> <p>Explanation: See description</p> <p>Required: No required data</p> <p>Note: Data accepted for Transaction Types 'New Appointment', 'New Judge Appointment' and 'Profile Change'</p>	O	String	x [minimum 3 digits, and up to 24 digits], plus signs, dashes, spaces and parentheses are allowed. + - ()	24

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
53	Extension	<p>Description: The extension of the Employee's phone number provided</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: Will only accept numeric values.</p> <p>Data accepted for Transaction Types 'New Appointment', 'New Judge Appointment' and 'Profile Change'</p>	O	String	#####	5

#	DATA ELEMENT NAME	DESCRIPTION OF SUBMITTED DATA	R/O/C	DATA TYPE	FIELD VALUES	MAX LENGTH
54	Email	<p>Description: The Employee's email address</p> <p>Explanation: See description</p> <p>Required: No required data.</p> <p>Note: Data accepted for Transaction Types 'New Appointment', 'New Judge Appointment' and 'Profile Change'</p>	O	String	xxxxx@xxxxx.xxx xxxxx@xxxxx.xx.xxx [xxxxx.ca.gov] xxxxx@xxxxx.xx.xx [xxxxx.ca.us]	50

Appendix A

1. Transaction Type Descriptions

Transaction Type	Definition
New Appointment	New employment. This includes a new position that an Employee takes with the employer, whether it's the first time employed with the Employer, rehiring a person who worked for the Employer at one point, or additional employment for a person who is currently employed by the same Employer. Transactions should be reported upon reaching eligibility for CalPERS membership. Effective Date is the first day of membership.
Appointment Change / Site Change	A change in employment that is continuous (i.e. with no employment gaps). This transaction could include one or more of the following changes: a move from one site to another, a position or group change. The result of this transaction could result in a benefit change for the Employee. Effective Date is the first day the changes take effect.
Begin Leave	Indicates the beginning of a leave of absence (e.g. Military Leave). Effective Date is the first day of the leave period.
End Leave	Indicates the end of a leave of absence. Effective Date is the first day back on the job.
To Local ARP	Indicates that the employer has changed a member's status from contributing to CalPERS to contributing to a Local ARP plan. Effective date is the first day the employer moves the Employee into the Local ARP plan and stops making CalPERS contributions. This field applies only to PAs who have such a provision in their contract
From Local ARP	Indicates that the employer has changed a member's status from contributing to a Local ARP plan back to contribution to CalPERS. Effective Date is the first day employer moves the Employee from the Local ARP plan back to making CalPERS contributions. This field applies only to PAs who have such a provision in their contract
Permanent Separation / Left Bench	The Employee leaves the position with no expectation of returning. Effective Date is the last day of employment.

Transaction Type	Definition
New Judge Appointment	New employment for State and County judges. Effective Date is the first day on the bench.
Address Change	A change to the Employee's address. Effective Date is the first day that the address is valid.
Profile Change	A change to the Employee's profile (name, gender, birth date, SSN). Effective Date is the first day that the change is valid.
Membership Inquiry	Transaction used only to query the system as to whether or not this individual is eligible for CalPERS membership. The person must be a current active member in the system (not in a status of refunded or retired). Eligibility is strictly for the CalPERS program, not JRS, JRS II or LRS.
Site Change	Indicates that the Employee has changed his/her location of work. The Employee is still working for the same Employer, but works at a different division/agency.
Left Bench	The judge leaves the bench with no expectation of returning. Effective Date is the last day of employment.

2. State/Province & Territories Code Values

LONG NAME	CODE VALUE
California	CA
Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
Armed Forces Europe	AE
Armed Forces Pacific	AP

LONG NAME	CODE VALUE
Armed Forces the Americas	AA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Federated States of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Marshall Islands	MH
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE

LONG NAME	CODE VALUE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
North Mariana Islands	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

LONG NAME	CODE VALUE
Aguascalientes	AG
Baja California, Norte	BJ
Baja California, Sur	BS
Campeche	CP
Chiapas	CHI
Chihuahua	CI
Coahuila	CU
Colima	CL
Distrito Ferderal	DF
Durango	DG
Guanajuato	GJ
Guerrero	GR
Hidalgo	HG
Jalisco	JA
Mexico	EM
Michoacan	MH
Moreios	MR
Nayarit	NA
NuevoLeon	NL
Oaxaca	OA
Puebla	PU
Queretaro	QA
Quintana Roo	QR
San Luis Potosi	SL
Sinaloa	SI
Sonora	SO
Tabasco	TA

LONG NAME	CODE VALUE
Tamaulipas	TM
Tlaxcala	TL
Veracruz	VZ
Yucatan	YC
Zacatecas	ZT

3. County/District Code Values

LONG NAME	CODE VALUE
1 - Alameda	001
2 - Alpine	003
3 - Amador	005
4 - Butte	007
5 - Calaveras	009
6 - Colusa	011
7 - Contra Costa	013
8 - Del Norte	015
9 - El Dorado	017
10 - Fresno	019
11 - Glenn	021
12 - Humboldt	023
13 - Imperial	025
14 - Inyo	027
15 - Kern	029
16 - Kings	031
17 - Lake	033
18 - Lassen	035
19 - Los Angeles	037
20 - Madera	039
21 - Marin	041
22 - Mariposa	043
23 - Mendocino	045
24 - Merced	047
25 - Modoc	049
26 - Mono	051
27 - Monterey	053

LONG NAME	CODE VALUE
28 - Napa	055
29 - Nevada	057
30 - Orange	059
31 - Placer	061
32 - Plumas	063
33 - Riverside	065
34 - Sacramento	067
35 - San Benito	069
36 - San Bernardino	071
37 - San Diego	073
38 - San Francisco	075
39 - San Joaquin	077
40 - San Luis Obispo	079
41 - San Mateo	081
42 - Santa Barbara	083
43 - Santa Clara	085
44 - Santa Cruz	087
45 - Shasta	089
46 - Sierra	091
47 - Siskiyou	093
48 - Solano	095
49 - Sonoma	097
50 - Stanislaus	099
51 - Sutter	101
52 - Tehama	103
53 - Trinity	105
54 - Tulare	107
55 - Tuolumne	109

LONG NAME	CODE VALUE
56 - Ventura	111
57 - Yolo	113
58 - Yuba	115
Out of State	000
1st District (SF)	100
2nd District (LA)	110
2nd Sub District (Ventura)	117
3rd District (Sac)	120
4th District (San Diego)	130
4th Sub District (Riverside)	131
4th Sub District (Santa Ana)	132
5th District (Fresno)	140
6th District (Santa Clara)	150

4. Country Code Values

LONG NAME	CODE VALUE
United States	US
Canada	CA
Mexico	MX
Afghanistan	AF
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ

LONG NAME	CODE VALUE
Antigua & Barbuda	AG
Argentina	AR
Armenia	AM
Faroe Islands	FO
Aruba	AW
Ashmore & Cartier Islands	AC
Australia	AU
Austria	AT
Azerbaijan	AZ
Azores	P2
Bahamas	BS
Bahrain	BH
Baker Island	FQ
Bangladesh	BD
Barbados	BB
Bassas Da India	DI
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bosnia-Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Terr	IO
Brunei	BN

LONG NAME	CODE VALUE
Bulgaria	BG
Burkina Faso	BF
Burma	BU
Burundi	BI
Cambodia	KH
Cameroon	CM
Canary Islands	S2
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island (Pacific)	CX
Christmas Isln-Indian Ocn	KT
Clipperton Island	IP
Cocos (Keeling) Islands	CC
Colombia	CO
Comoros	KM
Congo	CG
Cook Islands	CK
Coral Sea Islands Terrtry	CT
Costa Rica	CR
Croatia	HR
Cuba	CU
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ

LONG NAME	CODE VALUE
Dominica	DM
Dominican Republic	DO
Ecuador	EC
Egypt	EG
El Salvador	SV
England	U5
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Europa Island	EU
Falkland Islands	FA
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	FP
French Southern Antarctic	FS
Gabon	GA
Gambia	GM
Gaza Strip	GZ
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GD

LONG NAME	CODE VALUE
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guinea Bissau	GW
Guyana	GY
Haiti	HT
Heard Mcdonald Islands	HM
Honduras	HN
Hong Kong	HK
Howland Island	HQ
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID
Iran	IR
Iraq	IQ
Iraq Saudi Arabia Neutral	IY
Ireland	IE
Isle Of Man	IM
Israel	IL
Italy	IT
Ivory Coast	IV
Jamaica	JM
Jan Mayen	JN
Japan	JP
Jersey	JE
Johnston Atoll	JQ

LONG NAME	CODE VALUE
Jordan	JO
Juan De Nova Island	JU
Kazakhstan	KZ
Kenya	KE
Kingman Reef	KQ
Kiribati	KI
Kosovo	KW
Kuwait	KG
Kyrgyzstan	LA
Laos	LV
Latvia	LB
Lebanon	LS
Lesotho	LR
Liberia	LY
Libya	LI
Liechtenstein	LT
Lithuania	LU
Luxembourg	MO
Macau	MK
Macedonia	MG
Madagascar	MW
Malawi	MY
Malaysia	MV
Maldives	ML
Mali	MT
Malta	MH
Marshall Islands	MQ
Martinique	MR
Mauritania	MU

LONG NAME	CODE VALUE
Mauritius	YT
Mayotte	FM
Micronesia	MI
Midway Islands	MD
Moldova	MC
Monaco	MN
Mongolia	ME
Montenegro	MS
Montserrat	MA
Morocco	MZ
Mozambique	NA
Namibia	NR
Nauru	BQ
Navassa Island	NP
Nepal	NL
Netherlands	AN
Netherlands Antilles	NC
New Caledonia	NZ
New Zealand	NI
Nicaragua	NE
Niger	NG
Nigeria	NU
Niue	NF
Norfolk Island	KN
North Korea	U2
Northern Ireland	MP
Northern Mariana Islands	NO
Norway	OM
Oman	PK

LONG NAME	CODE VALUE
Pakistan	LQ
Palmyra Atoll	PA
Panama	PG
Papua New Guinea	PF
Paracel Islands	PY
Paraguay	PE
Peru	PH
Philippines	PN
Pitcairn Island	PL
Poland	PT
Portugal	RQ
Puerto Rico	QA
Qatar	KS
Republic Of South Korea	RE
Reunion	RO
Romania	RU
Russia	RW
Rwanda	SM
San Marino	ST
Sao Tome & Principe	SA
Saudi Arabia	U3
Scotland	SN
Senegal	RS
Serbia	SC
Seychelles	SL
Sierra Leone	SG
Singapore	SK
Slovakia	SI
Slovenia	SB

LONG NAME	CODE VALUE
Solomon Islands	SO
Somalia	ZA
South Africa	ES
Spain	SP
Spratly Islands	LK
Sri Lanka	SH
St Helena	NK
St Kitts & Nevis	SU
St Lucia	SQ
St Pierre & Miquelon	VC
St Vincent & Grenadines	SD
Sudan	SR
Suriname	SJ
Svalbard	SZ
Swaziland	SE
Sweden	CH
Switzerland	SY
Syria	TW
Taiwan	TI
Tajikistan	TZ
Tanzania	TH
Thailand	TG
Togo	TK
Tokelau	TO
Tonga	TT
Trinidad and Tobago	TE
Tromelin Island	PS
Trust Terr Of Pacific Isl	TN
Tunisia	TR

LONG NAME	CODE VALUE
Turkey	TM
Turkmenistan	TC
Turks & Caicos Islands	TV
Tuvalu	UG
Uganda	UA
Ukraine	AE
United Arab Emirates	GB
United Kingdom	UK
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican City	VT
Venezuela	VE
Vietnam	VN
Virgin Islands(British)	VG
Virgin Islands(U.S.)	VI
Wake Island	WQ
Wales	U4
Wallis & FUTUNA	WF
West Bank	WE
Western Sahara	EH
Western Samoa	WS
Yemen	YE
Yugoslavia	YO
Zaire	ZR
Zambia	ZM
Zimbabwe	ZW

Appendix B – Comparison of New Field Values to Legacy (ACES) Field Values

#	my CalPERS Field Name	Definition	Equivalent ACES Field Name	Change?
1	Program Type	Identifies the retirement program for each transaction record sent by the Employer.	Retirement System	Yes
2	Employer's CalPERS ID	Unique 10 digit identifier created by the new system.	PERS ER Code	Yes
3	Transaction Type	Identifies the transaction type of a qualifying event.	Transaction Type	Yes
4	Unique Transaction Identifier	Unique ID for every record.	Transaction #	No
5	Leave of Absence Type	Reason for a leave of absence (e.g. Military Leave, Workers Comp, Family Medical Leave).	Appointment Change - Leave	Yes
6	Perm Sep Reason	Reason for permanent separation.	Status Reason	Yes
7	Transaction Effective Date	CalPERS Effective Date for the specific transaction.	Appt Transaction Eff Date Address Effective Date	Yes
8	Deletion Indicator	Rescinds a previous transaction.	Non-existent	Yes
9	Correction Indicator	Corrects a previous transaction.	Non-existent	Yes
10	Prior Transaction Effective Date	Changes the effective date of a prior transaction.	Non-existent	Yes
11	New SSN	A correction to the Social Security Number.	Non-existent	Yes
12	Original Hire Date	The first hire date recorded for this Employee at this Employer, regardless of whether or not the original hire led to membership	Non-existent	Yes

#	my CalPERS Field Name	Definition	Equivalent ACES Field Name	Change?
13	Appointment ID	<p>The identifier representing the appointment into which the Employee has been hired</p> <p>CalPERS will generate and store Appointment ID for the Participant at the time of enrollment. If the Employee has been hired into a new job for an existing appointment, this ID can be reported by the Employer (e.g., Employee switches from being a janitor to bus driver) to identify the Employee.</p>	SCO External Position Number Non-existent for PA / Schools	Yes
14	Position Code	The Code representing the position title into which the employee has been hired.	Non-existent	Yes
15	Member Category	The category assigned by the Employer when an Employee receives an appointment.	PERS Coverage Group	Yes
16	Work Calendar	The position's yearly work schedule defining the number of months worked versus months paid.	Non-existent	Yes
17	CBU	The collective bargaining unit representing the employee.	Non-existent	Yes
18	Subject to Local ARP	Indicator that the Member is subject to disenrollment and transfer into Employers local alternate retirement plan if time base falls below a certain threshold.	Non-existent	Yes
19	Optional Member Position	Indicator that enrollment is for Employee not required to participate in PERS retirement program, and has elected to enroll voluntarily.	Optional Member Ind	No
20	Optional Date of Entry	Indicates the date the employee entered the optional member position.	Non-existent	Yes

#	my CalPERS Field Name	Definition	Equivalent ACES Field Name	Change?
21	Covered by '59 Survivor	Indicator that Employee has elected the 1959 Survivor Benefits' coverage.	part of coverage group	Yes
22	Covered by SSA	Indicator that Employee is subject to Social Security.	part of coverage group	Yes
23	STRS Covered Electing CalPERS	Indicator that enrollment is for a position typically covered by STRS, for which existing PERS Member is electing to receive PERS service credit instead.	Non-existent	Yes
24	Court Level	The level to which the judge has been elected or appointed.	SCO External Position Number PA / Schools - ?	Yes
25	County/District	The county in which the Superior court judge is serving.	SCO External Position Number PA / Schools - ?	Yes
26	Assignment Type	Elected/Appointed	Non-existent	Yes
27	Retired Annuitant	Indicator that the individual being reported is a retired employee.	Non-existent	Yes
28	Unused Sick Leave	Remaining hours of sick leave at the time of separation from employment, as reported by the Employer.	(T-Log only) Sick Leave Hours Count	Yes
29	Unused Education Leave	Remaining hours of educational leave at the time of separation from employment, as reported by the Employer.	Non-existent	Yes
30	Person ID Type	Type of unique Employee identifier. Options include SSN, TIN, or CalPERS ID.	Non-existent	Yes
31	Person ID	Employee's unique identifier.	SSN	Yes
32	Prefix	The Employee's name prefix.	Non-existent	Yes
33	First Name	The Employee's first name.	First Name	No
34	Middle Name	The Employee's middle name.	Middle Name	No
35	Last Name	The Employee's last name.	Last Name	Yes
36	Suffix	The Employee's name suffix.	Name Suffix	No
37	Gender	The Employee's gender.	Gender	No

#	my CalPERS Field Name	Definition	Equivalent ACES Field Name	Change?
38	Birth Date	The Employee's date of birth.	Birth Date New Birth Date	Yes
39	Address Type	Types of addresses for an Employee.	Addr Type	No
40	Address 1	The first address line.	Street Address	No
41	Address 2	The second address line.	Alt Address Line	No
42	Address 3	The third address line.	Alt Address Line	No
43	City	The city applicable to the address entered.	City	No
44	State	The state applicable to the address entered.	State	No
45	Zip Code 5	The 5 digit zip code.	ZIP Code 5	Yes
46	Zip Code 4	The 4 digit zip code.	ZIP Code 4 ZIP Code 2	Yes
47	Country	The country of the employee.	Country	No
48	Province	Foreign address: Province or Territory.	Province / Territory	No
49	Postal Code	The international postal code	Non-existent	Yes
50	Phone Type	Type of phone	Non-existent	Yes
51	US Phone	The phone number of the Employee.	Daytime Phone Area Daytime Phone	Yes
52	International Phone	The Employee's International contact phone number	Non-existent	Yes
53	Extension	The extension number for the associated phone number.	Daytime Phone Extension	No
54	E-mail	The e-mail address of the Employee.	Non-existent	Yes